

## **NSA No-Break Employee / Stokes Student Relocation Information Sheet**

Privacy Act Statement: Authority for collecting information requested on this form is contained in 5 U.S.C. § 6101, 10 U.S.C. §§ 1601-1614, 50 U.S.C. §§ 402 note, 5 C.F.R. § 610.201, and Executive Order 12333. NSA's Blanket Routine Uses found at 58 Fed. Reg. 10.531 (1993) as well as the specific uses found GNSA 01 apply to this information. The requested information will be used to prepare travel orders for the new hire relocations. Your disclosure of requested information is voluntary. However, failure to furnish the requested information may delay or prevent the Agency from processing your travel orders for your relocation.

**Please email (Relocation@nsa.gov) or fax (410-854-1960) your completed Relocation Information Sheet along with either the DD Form 1618 (CONUS) or the DD Form 1617 (OCONUS-outside the continental U.S. to include Alaska and Hawaii), and the Temporary Quarters Subsistence Form Expense (TQSE) Election Form (if applicable) to the Relocation Program Manager. Please print clearly.**

**Name (first, middle initial, last):** \_\_\_\_\_

**What retirement system are you in? CSRS** \_\_\_\_ **FERS** \_\_\_\_ **Other** \_\_\_\_\_

**Type of Hire: No-Break** \_\_\_\_ **Stokes Student** \_\_\_\_ **Grade: GS** \_\_\_\_

**Recruiter (person that signed your Final Job Offer letter):** \_\_\_\_\_

**Permanent Residence (city and state only):** \_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Dependents (name, date of birth, and relationship) to include spouse and children/stepchildren (under the age of 21) who will be relocating:**

_____	_____
_____	_____
_____	_____

**Enter on Duty (EOD) Date:** \_\_\_\_\_ **Date at the top of your Final Job Offer letter:** \_\_\_\_\_

**Number of rooms to be moved from current residence (excluding bathrooms):** \_\_\_\_\_

**Additional pickup of household goods, Yes** \_\_\_\_ **No** \_\_\_\_, **if Yes, # of rooms:** \_\_\_\_\_

**Location (address, city, state):** \_\_\_\_\_

\_\_\_\_\_

**Vehicle shipment (if Yes, limited to one vehicle) Yes** \_\_\_\_ **No** \_\_\_\_

**Departure date for traveling to the Agency/School:** \_\_\_\_\_

**How do you plan to travel to the Agency/School? Drive:** \_\_\_\_ **Fly:** \_\_\_\_ **Train:** \_\_\_\_

**If flying, from which airport?** \_\_\_\_\_

**If driving, approximately how many miles is it from your current residence to Fort Meade, MD or applicable field site (traveling by the most direct route)?** \_\_\_\_\_

**If you have delayed dependent travel, what date will they be traveling and by which mode of transportation?**

\_\_\_\_\_

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**No-Break Employees Only:**

**Do you want to use the Department of Defense (DoD) National Relocation Program (DNRP)?** Yes \_\_\_\_ No \_\_\_\_

**If Yes, please complete the Relocation Services Request Form at <http://www.nsab.usace.army.mil/dnrp> and return to the NSA DNRP Program Manager via Fax to 410-854-7421. For more information, call 240-373-5677**

**Note: DNRP is a relocation service for DoD civilian employees so they may quickly and efficiently sell their homes at the prior duty station and locate housing at the new duty station. DNRP services are authorized by the activity issuing orders to the relocating employee. There is not cost for DNRP services for transferring employees.**

**Do you want a House Hunting Trip (HHT)?** Yes \_\_\_\_ No \_\_\_\_

**If Yes, who will perform the HHT?** New Hire \_\_\_\_ Spouse \_\_\_\_ Both \_\_\_\_

**HHT will be performed under Actual expense (receipts required) method of payment (for up to 10 days)**

**Proposed mode of travel:** POV \_\_\_\_ Fly \_\_\_\_ Train \_\_\_\_ Rental Car \_\_\_\_

**Additional Information:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If you have any questions, please contact the Relocation Program Manager at:  
1-866-NSA-HIRE (1-866-672-4473)**